

AJIN SAJIKUMAR

PALLIMUKKIL KIZHAKKETHIL (H),
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CAREER OBJECTIVE

To work in a professionally managed organization enabling my professional and personal growth and offering significant learning and performance based career in the latest and fast growing entertainment industry. I wish to evolve as an effective personality through progressive, sincere and sustained effort.

WORK EXPERIENCE

- Working as Jr. Executive - Systems in [Symega Savoury Technology Ltd.](#), Near Kolenchery.
(From 25.05.2015 to till date)
- Worked as IT Engineer in [Angel Broking Pvt. Ltd, M. G. Road](#), Ernakulam.
(From 21.07.2014 to 23.05.2015)
- Worked as Help Desk Executive in [M Squared Softwares & Solutions Pvt. Ltd., CSEZ](#), Ernakulam.
(From 24.10.2012 to 31.03.2014)

CURRENT JOB PROFILE

- Handling 100+ terminals which include PCs & Laptops.
- Purchase of new PCs, Laptops, Printers, Mobile Devices, devices & equipment's required for IT.
- Experience configuring, monitoring, upgrading and maintaining systems hardware, software and related infrastructure both PC and Laptops internally and remotely.
- Installing & configuring the peripherals, components & drivers & application to user standards.
- Network handling, managing routers, switches, Wi-Fi devices and crimping cables, patch code creation etc.
- Conduct the supervisory checkup on scheduled time periods.
- Recurring administration duties like user management, password resetting, general maintenance, systems backups, administrate user rights (Granting & revoking permissions)
- Monitoring & reporting about servers to IT manager in the absence of systems administrator.
Knowledge in VMware, IBM Tape Drive, NAS box.
- New connection, troubleshooting, monitoring the EPABX system and also knowledge in FCT (Fix Cellular Terminal) device.
- Handling and maintaining 90+ CUG connection, bill verification, Activating IR, Data Packs, plan changing according to user requirements etc. And also Data cards.
- First level support for printer devices (local & network) including label printers.
- Knowledge in barcode scanner (Data Logic Falcon X3)
- Schedule & arrange service personals according to device complaints.
- Helping to prepare the annual systems engineering goals and objectives planning documents
- Knowledge on Acronics Backup & Recovery Software.

SOFTWARE PROFICIENCY

- **Operating Systems:** Win 98, 2000, XP, Vista, 7, 8, 8.1, 10, Server 2003, 2008, 2012
- Applications Packages: MS Office 2003, 2007, 2010, 2013, 2016, Open Office Org., WPS Office, SAP GUI 7.3 & 7.4 (Installation).

PROFESSIONAL EXPERTISE

- Supporting medical transcriptionists get, edit & sent files, medical transcription software support, supporting US based clinics in TAT files
- Administration works, broking software support, customer support

STRENGTHS

- Self-paced quick learner, adaptive to any environment.
- Capability to learn new technology as per the requirements and criteria using books and Internet as guidance.
- Working in team to accomplish the given task with entire responsibility and make significant contribution.
- Developed effective communication skills from the professional experience.
- The ability developed to analyze issues and derive precise solutions.
- Customer service and support.
- Handling Pressure & planning the work under pressure.

SKILLS

- Monitoring system performance
- Configuring various system services
- Trouble shooting and fixing file systems during system breakdown.
- Crimping network cables.
- Technical solutions to wide range of Peripheral products includes printers, Desktops
- Managing and maintaining antivirus solutions
- Administration of Windows Server NT.2000, 2003 and 2008
- Installation, configuration & troubleshooting of various windows platforms

QUALIFICATIONS

EXAMINATION	BOARD/UNIVERSITY	YEAR
Polytechnic Diploma In Computer Engineering	SKILLS INSTITUTE OF DEVELOPMENT TECHNOLOGY	2012
HSC (BIOLOGY SCIENCE)	HIGHER SECONDRY EDUCATION	2009
SSLC	BOARD OF PUBLIC EXAMINATION	2007

PERSONAL PROFILE

Date of Birth : 09/01/1992
Gender : Male
Father's Name : Sajikumar
Mother's Name : Syamala Saji
Nationality : Indian
Languages known : English, Hindi, Malayalam & Tamil (Speak)
Permanent Address : Pallimukkil Kizhakkethil (H),
Vadayampady P. O.
Puthencruz,
Ernakulam, Kerala
Pin: 682 308
Hobbies : Gaming, Music, Movies, Travelling etc.
Passport No. : P7468790
Driving Licence : 40/6091/2012 (INDIAN UNION)

REFERENCE

Nithin P M
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DECLARATION

I hereby declare the above furnished information are true and to the best of my knowledge.

ERNAKULAM
DATE:

AJIN SAJIKUMAR